



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Nathan Collins
Applicant Title: County Clerk
Office Address: 100 S. Cross St. Suite 103
Albany, Kentucky 42602
Phone Number: 606-387-5943
Email Address: nathan.collins@ky.gov
Federal ID Number: 6 1 - 1 2 7 3 8 9

Part B: Project Summary

Total Funds Requested: \$ 12,000.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

See attached.

The Clinton County Clerk's office is applying for a grant to scan images of records in our office. We will scan images of deeds. Our goal is to focus on the scanning of deed books beginning with # 84 and working our way backward. We would like to scan back to at least deed book # 53. This would cover the time period between 1953-1991. When completed we hope to have a complete digital image of this time period. This will complement the current digital images we have from 1992-present. We plan to hire one (1) worker for this grant. They will work about 25 hours per week for 48 weeks. These records were selected for preservation due to their historical and legal significance. Deeds are the most common searched for documents in our office for attorneys. Also, they are important in family and genealogy research. We will provide training for the worker to familiarize them with the proper way to handle and care for historical documents. We hope that in the long term a digital index will cut down on the handling of original documents and prevent further wear and tear on the deeds. We feel this grant would be very beneficial to our office, the public, and for the preservation of historical documents.



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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: To be determined

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☒ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
Example: Deed Books A-Z	1799-1858	L1317	\$6,255
Deed Books 53-84	1953-1991		
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

Section 2

Vendor Name: _____

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
Example: Shelving	N/A	N/A	\$9,040
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, if needed.****



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Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

See attached

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐

The Clinton County Clerk's office is committed to the preservation of local records. It is a vital part of our community history. It is also important to our legal system and government operations. Land records are one of the most important aspects of the clerk's office. We strive to keep our records organized and easily accessible to the public. Currently we have an extensive digital index of records that date back to the early 1900s. However, we do not have a digital image of those documents. We are hoping with this grant we can work on providing a digital image. We also have a paper index that dates to the mid-1800s. There is a recorder in our office who is in charge of updating the current indexes. This provides customers with the most accurate and up to date indexing information, as well as having someone (the recorder) who is familiar with most of the records, past and present. The person hired for the grant will be trained by the clerk and the recorder in the proper way to index and care for these records. This office will commit resources to the preservation of these records by applying for this grant in order to preserve these very important deed records. The grant will provide us with a worker who can focus solely on records management. We will provide this worker with training and assistance from our current recorder who works with the records.



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Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

See attached

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☒ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

This grant will allow our office to make deeds more accessible to the public. When deeds are available in digital form it will be much easier for people to access the files. Digital files can often be emailed or sent in digital form, rather than using paper mail or fax. It will be beneficial to the community and our office. In the office it will eliminate the need to deal with heavy books and to make paper copies. It will also be beneficial to the environment because we will save paper by not making copies. We will inform the public about this grant in the local newspaper and on social media. We want everyone in our community to have an opportunity to access these digital files



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Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.


Authorized Local Government Official

Ricky Craig, Judge/Executive

Typed or Printed Name and Title

3/21/2019

Date


Official Custodian of Records

Nathan Collins, County Clerk

Typed or Printed Name and Title

3/21/2019

Date

Grant Recipient Letterhead

INVITATION FOR BID PROPOSAL

The Office of the Clinton County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than March 28, 2019 to be considered.
15. See attached document.

Nathan Collins, Clerk
Signature/Title

Nathan Collins
Printed Name

3-21-19
Date



Nathan Collins

Clinton County Clerk

100 S. Cross St. Suite 103
Albany, KY 42602

Phone: 606-387-5943
Fax: 606-387-5258

Invitation for Bid Proposal, continued

The office of the Clinton County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services.

Special Conditions:

- Offers must provide services within the term of the grant following the beginning of the fiscal year 2020 and subsequent availability of state funds.
- Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
- Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
- Job will be 25 hours per week for 48 weeks at \$10 per hour totaling \$12,000. No taxes will be withheld from checks.
- Written proposals must be received no later than March 28th, 2019 to be considered.


Nathan Collins, County Clerk


Ricky Craig, Judge/Executive

Date: 3-21-19